Anywhere Pad

System Administration Manual

For Anywhere Pad 4.0.2174 (Web), Anywhere Pad 4.0.1082 (Android), Anywhere Pad 4.0.10928 (iPad)
Manual Version: 20140904R1

Table of Contents

Mobile App Installation and Sign In 3
- iPad 3
- Android 8

Accessing the Portal 13

Manage User Accounts 14
- Create User Accounts 14
- Enable / Disable User Accounts 15
- Manage Users from an LDAP Server 15
- Reset User Password 16
- Erase Mobile App Data 17

Manage Roles and Permissions 18
- User Roles and Permissions 18
- Meeting Roles and Permissions 20

Manage Corporate Structure 24
- Update Corporate Profile 24
- Add a Company 25
- Update a Company 26
- Delete a Company 27

Manage Groups 28
- Create a Group 28
- Add Members 29
- Remove Members 29

Folder and File Permissions 30
- Grant Permissions 30
- Revoke Permissions 31

Audit Trail 32

System Administration 33
- License 38
- Meeting Types 39
- System Key 40

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Mobile App Installation and Sign In
iPad

Install from Appstore

1. Using your iPad or *iPhone, launch the **App Store** application.

2. Search for **Anywhere Pad**.

3. Install **Anywhere Pad**.

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Mobile App Installation and Sign In (iPad)
Advanced Server Configuration

Anywhere Pad can connect to Anywhere Pad Portal behind a firewall by opening the required ports directly in the firewall or using a proxy server that has support for HTTP and SOCKS version 5.

The following ports are required by Anywhere Pad to connect to the portal:

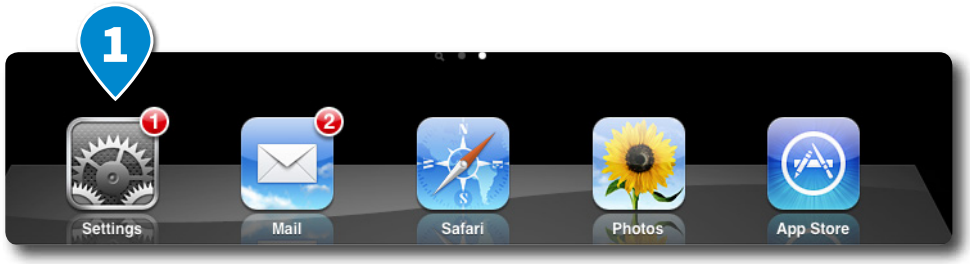
- 80
- 443

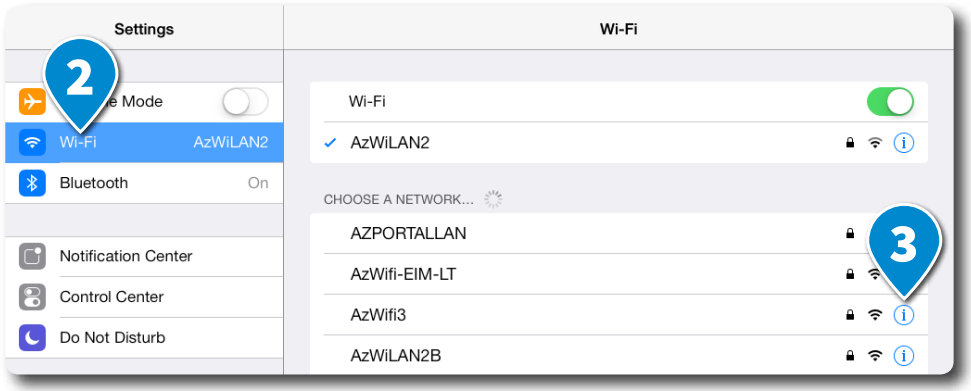
iPad Proxy Configuration

HTTP Proxy Configuration

To allow Anywhere Pad to use a proxy server with HTTP support, configure the iPad network settings by following these steps:

1. Launch **iPad Settings**.
2. Tap **Wi-Fi**.
3. Tap ⓘ to open the **Wi-Fi settings**.





© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Advanced Server Configuration

4. Go to the **Manual** tab under the **HTTP PROXY** section and configure the following parameters:

Parameter	Values
Server	required, either host name or IP address
Port	required, proxy server listening port

If the proxy server specified requires authentication, slide the Authentication on and specify the Username and Password on the respective fields.

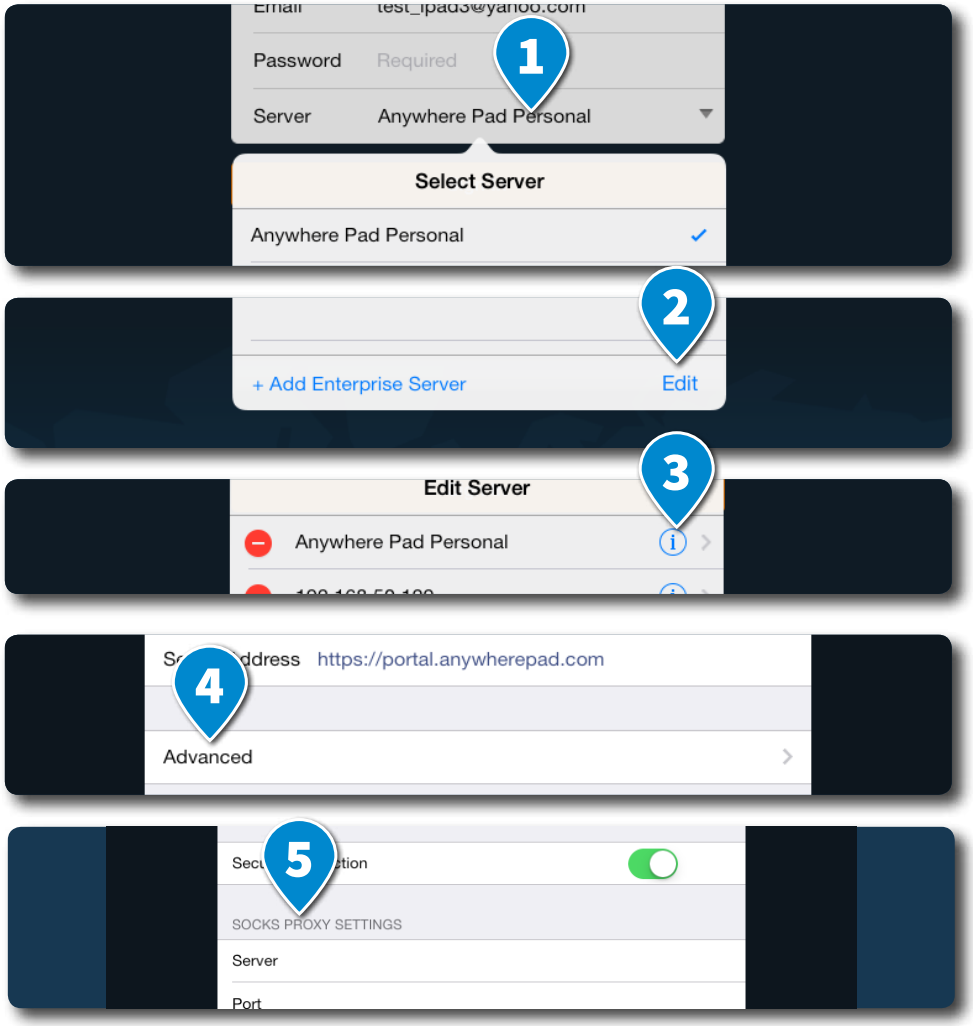
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Mobile App Installation and Sign In (iPad)
Advanced Server Configuration

SOCKS Proxy Configuration

To configure Anywhere Pad to use a proxy server with SOCKS version 5 support, follow these steps:

1. In the Anywhere Pad sign in screen, tap **Server**.
2. Tap **Edit**.
3. Tap ⓘ on the server your want to configure.
4. Tap **Advanced**.
4. Under the **SOCKS Proxy Settings** section, fill-up the fields using values from your system administrator.



© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Mobile App Installation and Sign In (iPad)

Sign in to the Anywhere Pad App

1. On your mobile device, tap the **Anywhere Pad** icon.

2. (Optional) Specify the server to be used.

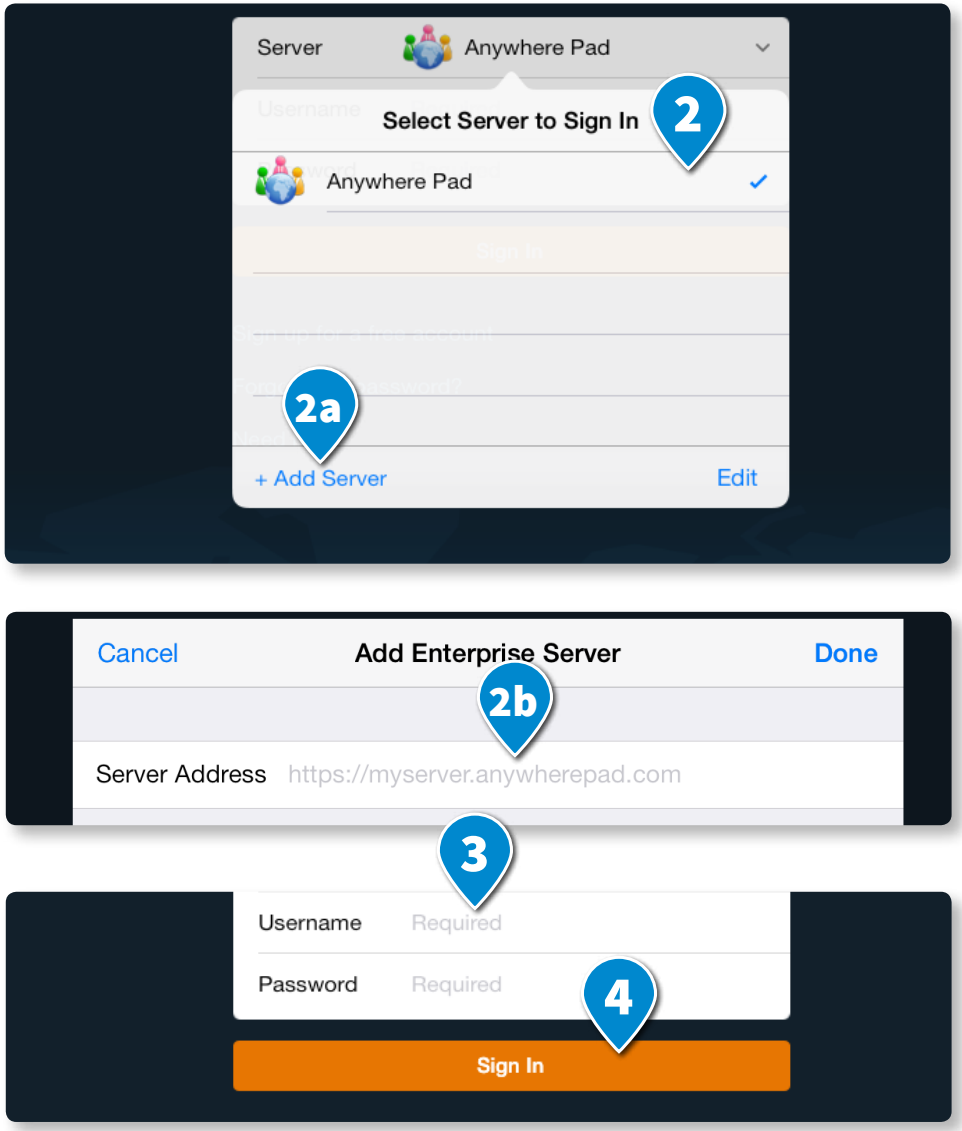
   a) To add an enterprise server, tap **Add Server** from the Server dropdown.

   b) On the Server Settings window, specify the **Server Address** and tap **Done**.

   c) If multiple servers have been added, the next time you sign in, just tap **Server** and choose from the drop-down list which server to use for the current session.

3. Enter your **Username** or **Email** and **password**.

4. Tap **Sign in**.

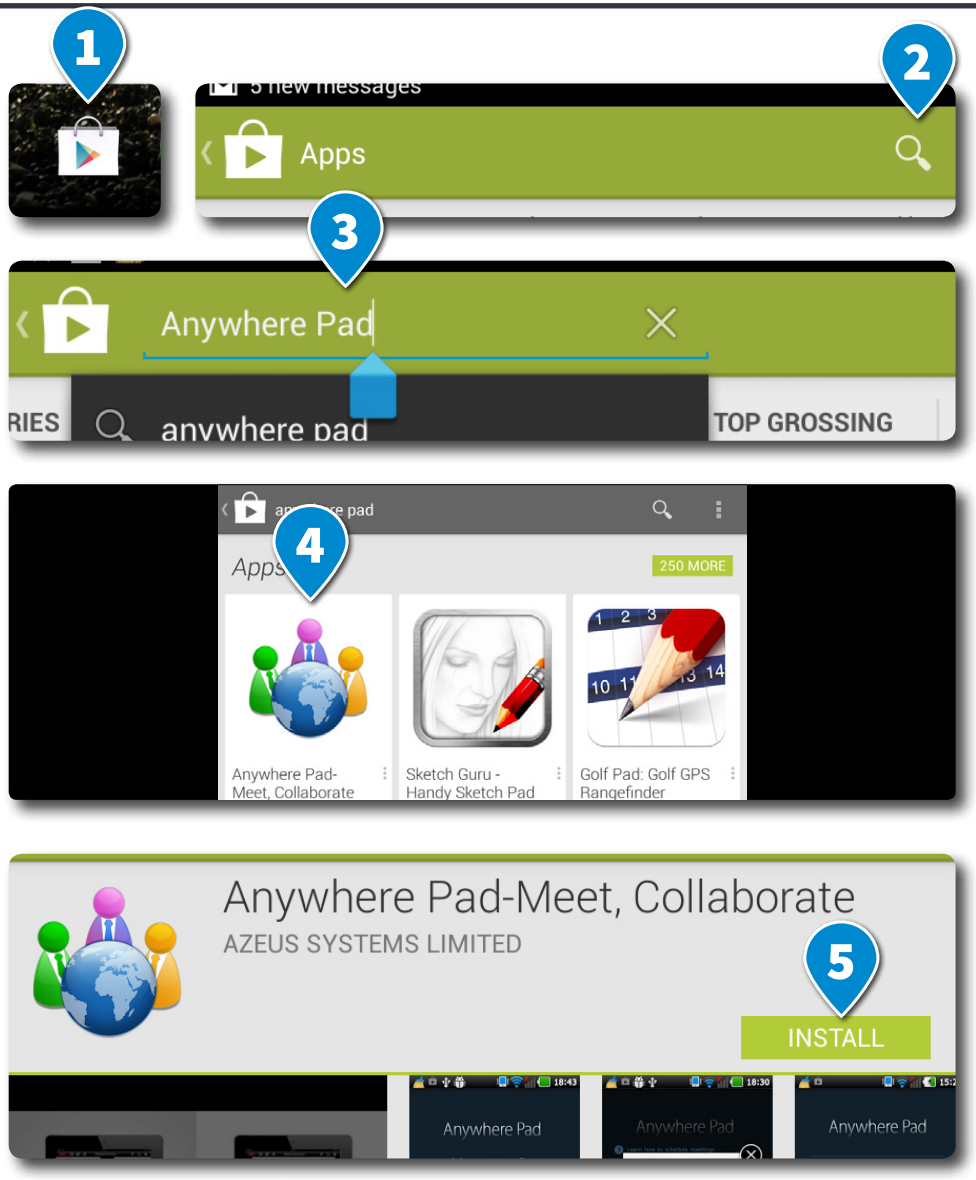


© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Mobile App Installation and Sign In
Android

Install from Google Play Store

1. Using your Android device, launch the **Play Store** app.
2. Tap 🔍.
3. Type “Anywhere Pad” and tap on 🔍.
4. Select **Anywhere Pad** from the list.
5. Tap **Install**.
6. On the permissions dialog, tap **Accept**.



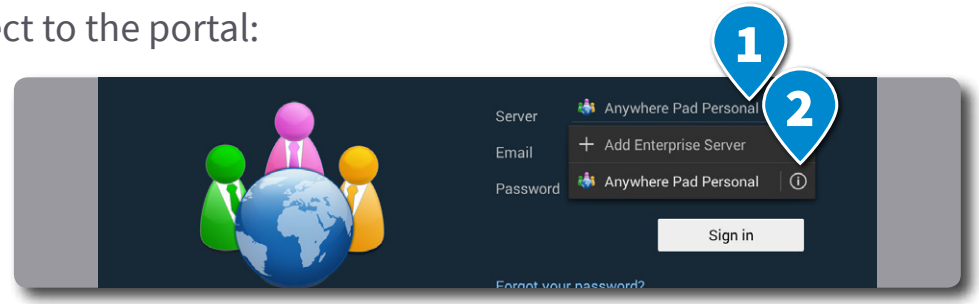
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Mobile App Installation and Sign In (Android)
Advanced Server Configuration

Anywhere Pad can connect to Anywhere Pad Portal behind a firewall by opening the required ports directly in the firewall or using a proxy server that has support for HTTP and SOCKS version 5 (Anywhere Pad for Android also supports SOCKS version 4).

The following ports are required by Anywhere Pad to connect to the portal:

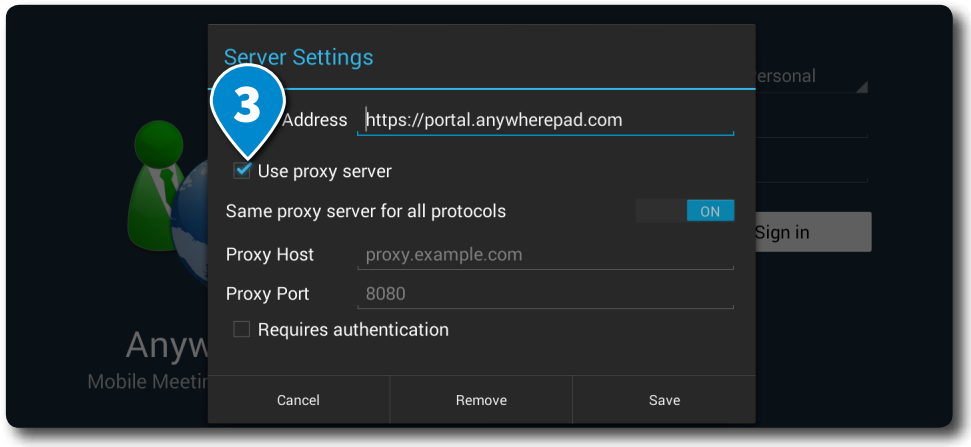
- 80
- 443



Basic HTTP Proxy Configuration

To configure Anywhere Pad to use a proxy server with HTTP support, follow these steps:

1. In the **Anywhere Pad app** sign in screen, tap **Server**.
2. Tap ⓘ.
3. Tick **Use Proxy Server** check box and specify the **Proxy Host** and **Proxy Port** on the respective fields.



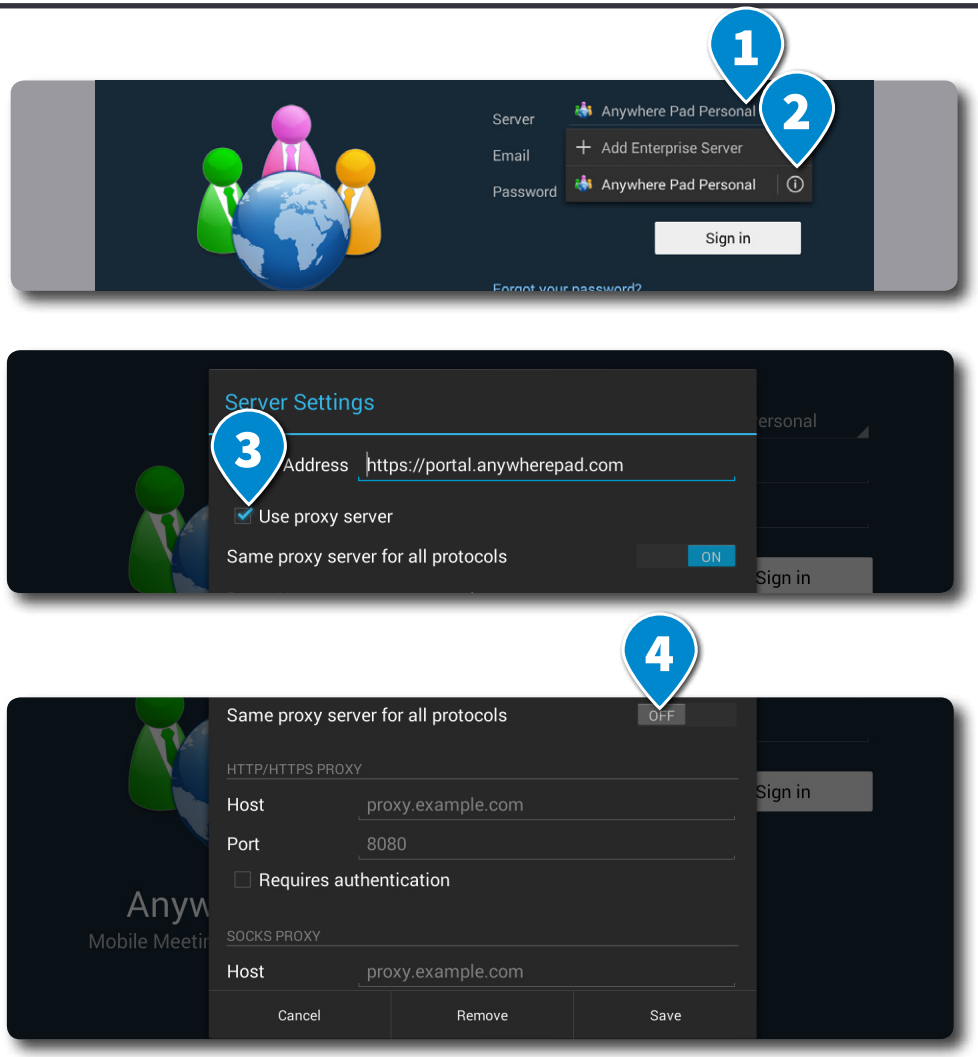
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Mobile App Installation and Sign In (Android)
Advanced Server Configuration

Advanced Proxy Configuration

To configure Anywhere Pad to use specific proxy settings for HTTP, HTTPS and SOCKS version 4/5, follow these steps:

1. In the **Anywhere Pad app** sign in screen, tap **Server**.
2. Tap ⓘ.
3. Tick **Use Proxy Server** and specify host name or IP address and port. This also applies to both HTTP and HTTPS.
4. Switch off **Same proxy for all protocols**.

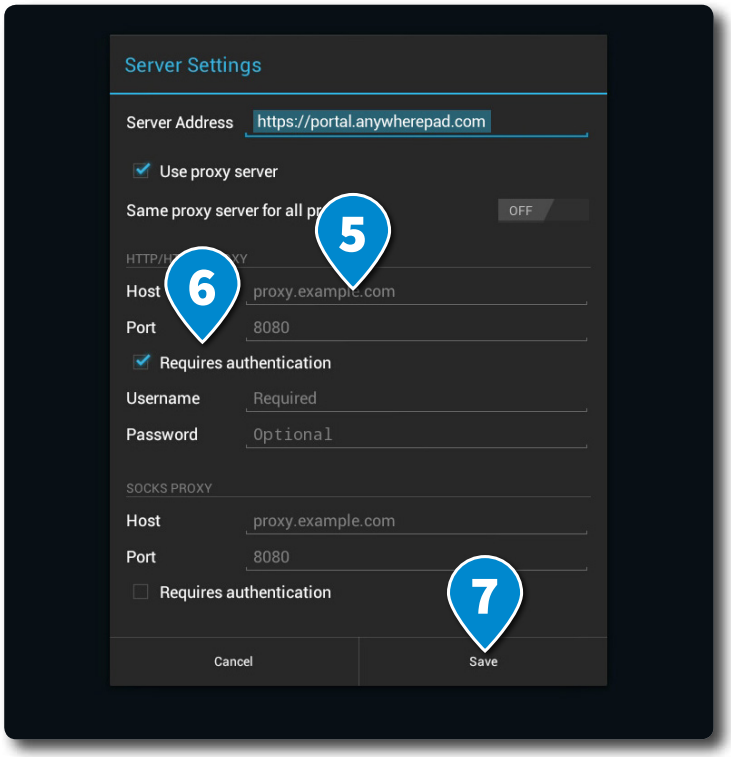


© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Mobile App Installation and Sign In (Android)
Advanced Server Configuration

5. For each protocol, the user can configure the following parameters:

Parameter	Values
Host	required, either host name or IP address
Port	required, proxy host listening port



6. If the proxy host specified requires authentication, tick the **Requires Authentication** check box and configure the following parameters:

Parameter	Values
Username	optional, only if authentication is needed
Password	optional, only if authentication is needed

Note for SOCKS protocol:

- *If **Username** is not specified, or if specified with the corresponding **Password**, SOCKS version 5 protocol will be used.*
- *If **Username** is specified without a **Password**, SOCKS version 4 protocol will be used.*

7. Tap **Save.**

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Mobile App Installation and Sign In (Android)

Sign in to the Anywhere Pad App

1. On your mobile device, tap the **Anywhere Pad** icon.

2. Specify the server to be used.

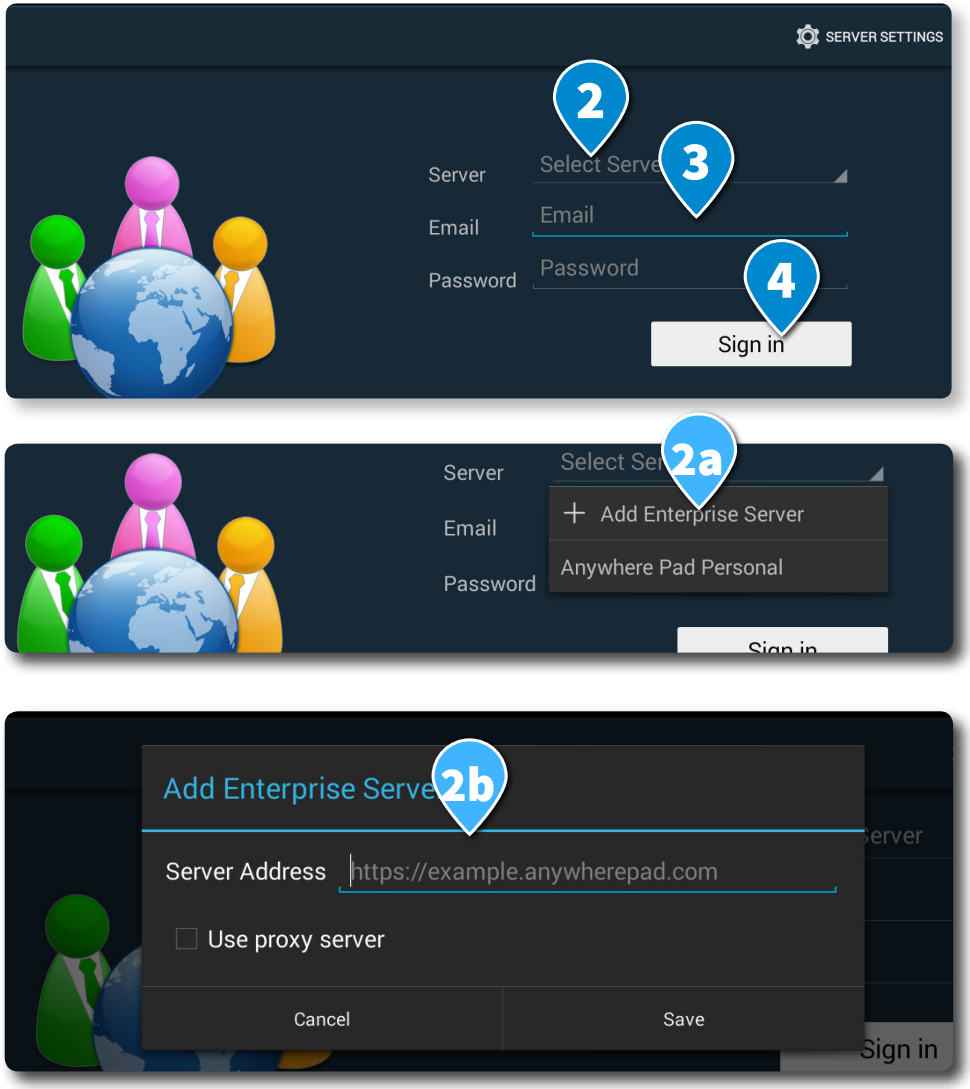
   a) To add an enterprise server, tap **Add Enterprise Server** from the Server dropdown.

   b) On the Server Settings window, specify the **Server Address** and tap **Save**.

   c) If multiple servers have been added, the next time you sign in, just tap **Server** and choose from the drop-down list which server to use for the current session.

3. Enter your **Username** or **Email** and **password**.

4. Tap **Sign in**.



© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

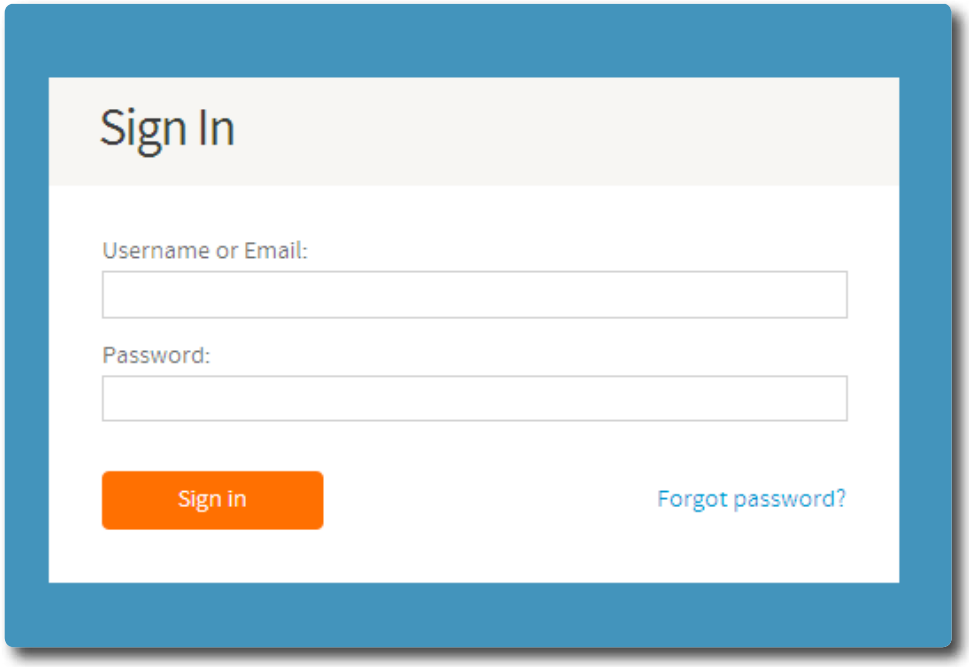
Accessing the Portal

Introduction

The Anywhere Pad web portal is a web-based application where you can change system settings, audit security logs, and perform administrative functions such as meeting management and user accounts management.

Accessing the Portal

You can access the portal using your PC's web browser. Please contact your administrator for the web address to use.



© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Create User Accounts

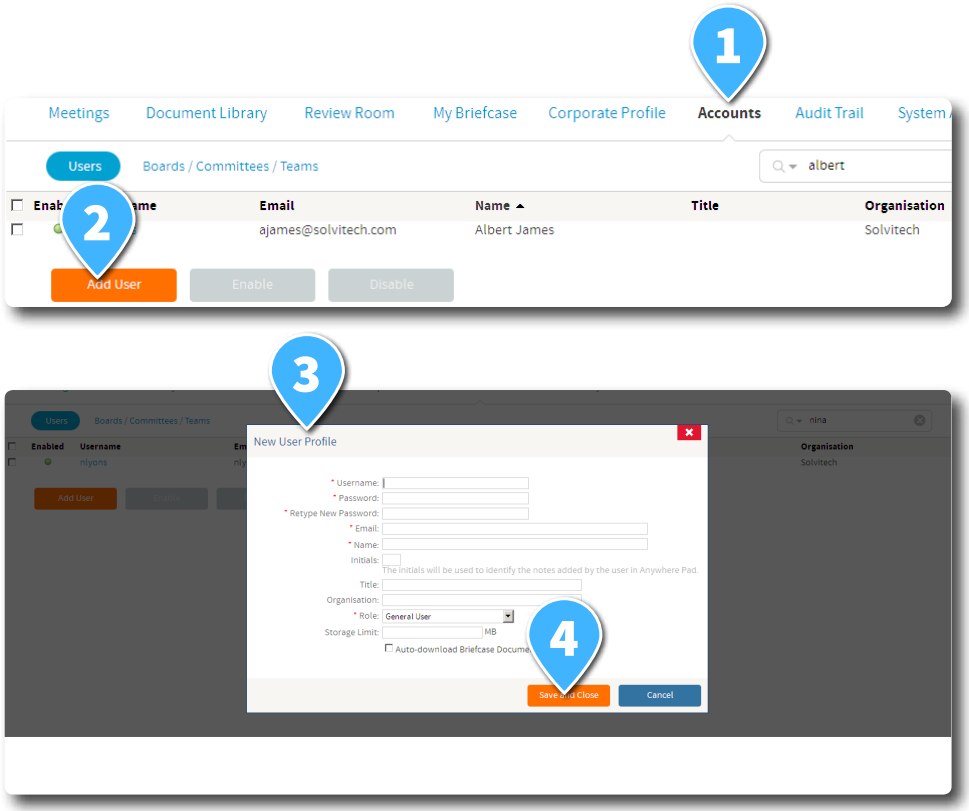
Create User Accounts

1. Click on the **Accounts** tab.

2. Click **Add User.**

3. On the **New User Profile** form, specify the appropriate fields. Please refer to the section **User Roles and Permission** for information about the Role field.

4. Click **Save and Close**.

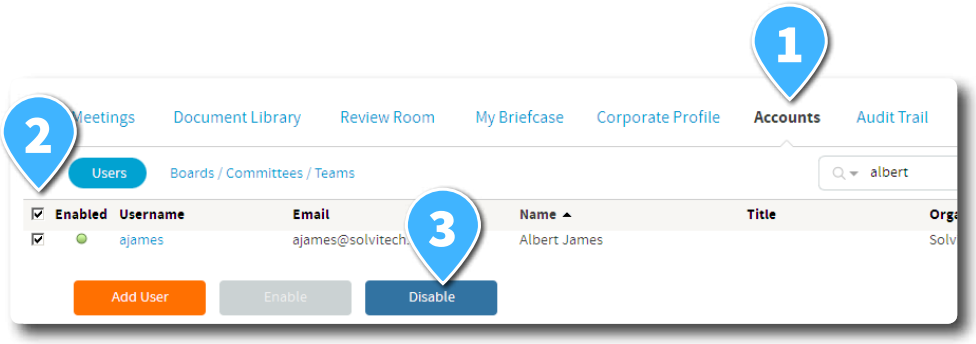


© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Enable/Disable User Accounts

Enable / Disable User Accounts

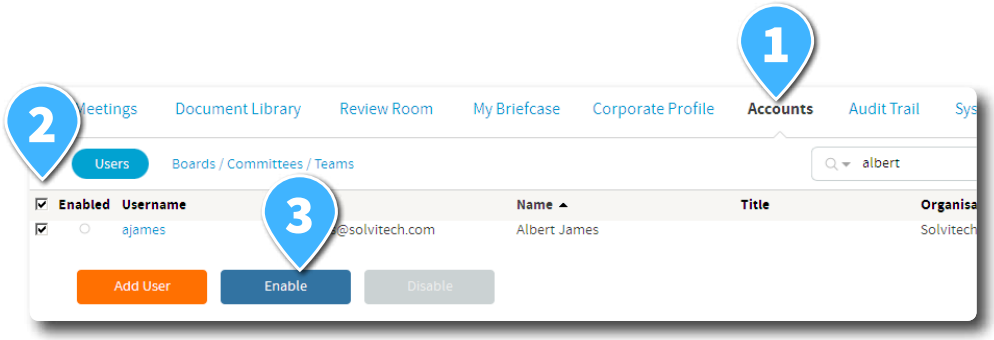
1. Click on **Accounts**.
2. Select the accounts you want to enable/disable.
3. Click the **Enable**/**Disable** button.



Manage Users from an LDAP Server

Accounts imported from an LDAP (Lightweight Directory Access Protocol) are disabled by default. To enable them:

1. Click on **Accounts**.
2. Select the accounts you want to enable.
3. Click the **Enable** button.

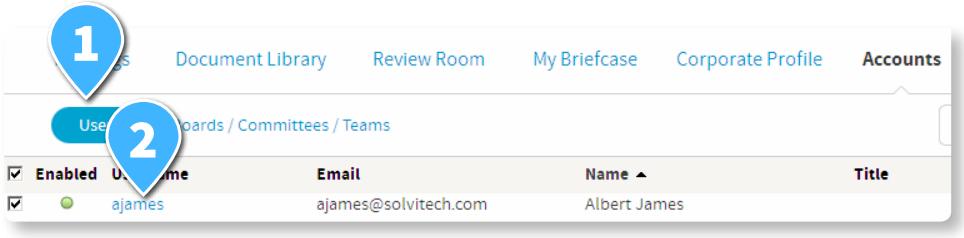


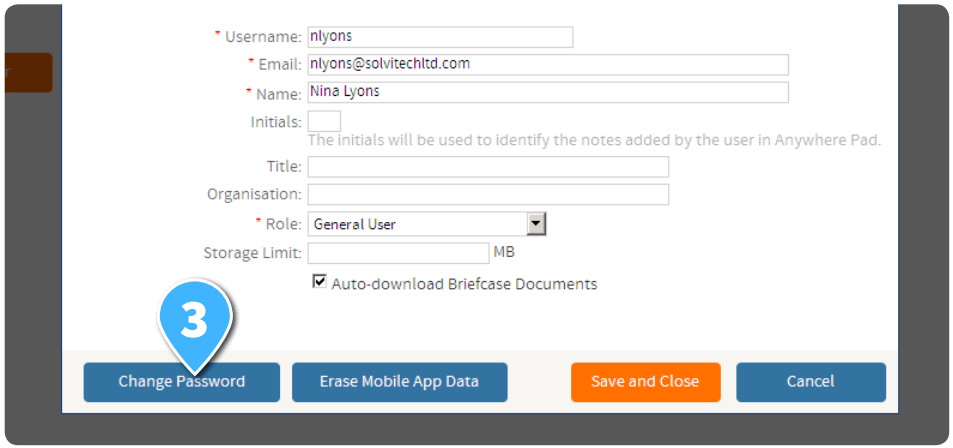
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Reset User Password

Reset User Password

1. Under **Accounts,** click **Users**.
2. Click on the **Username** of the account whose password you want to change.
3. Click **Change Password**.*
4. Specify a password for the account.
5. Retype the new password.
6. Click **Save and Close**. The system will prompt the user to change the account password upon sign in.





* For users that use ADFS authentication, this method cannot be used. The password should be reset through Active Directory.

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

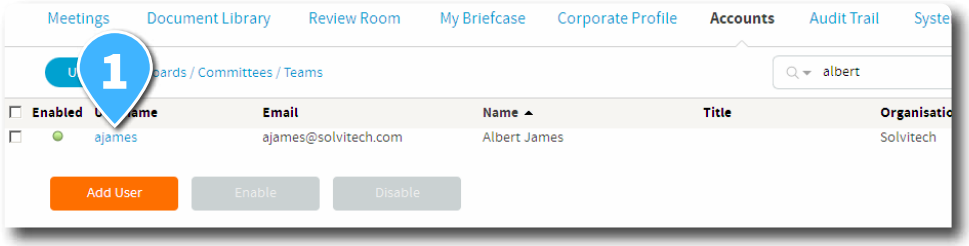
Erase Mobile App Data

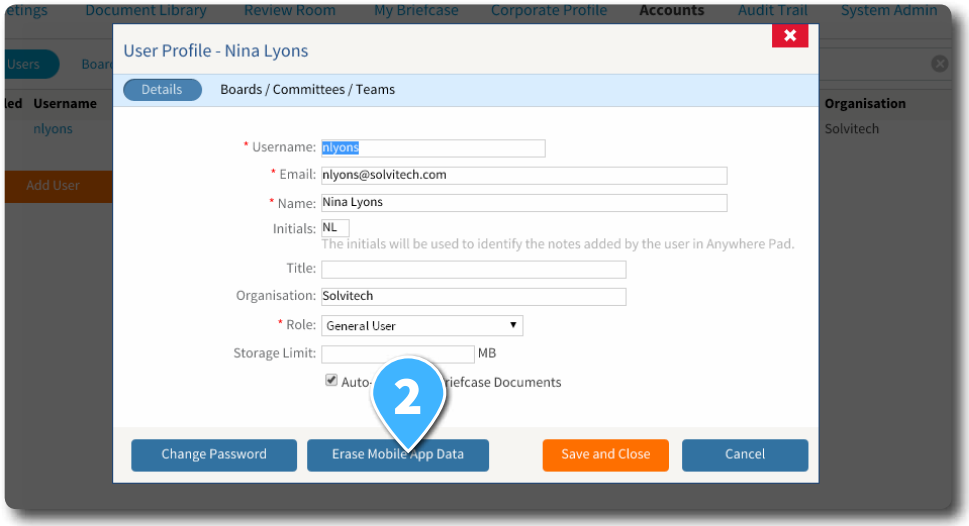
In case a device is lost or compromised, administrators can erase data on the device of a specified user.

1. Under **Accounts**, click on the **Username** of the user account whose mobile data you want to erase.

2. Click **Erase Mobile App Data**.

3. Click **OK**.





© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

User Roles and Permission

User Roles and Permissions

Anywhere Pad maintains three user types with different levels of access. The table below shows the operations that can be performed by each type of user.

	General User	Administrator
Meeting Management		
Schedule/create meeting	Yes	Yes
Document Management		
Manage org-level folders	No	Yes
Set file and folder permission	Yes*	Yes

[1]A General User can only manage a file or folder's access permissions if the user is granted administrative rights to that specific file or folder. Administrative rights to files or folders can only be granted a user who has administrative access to the same file or folder.

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

User Roles and Permission

	General User	Administrator
System Administration		
Manage accounts	No	Yes
Manage groups	No	Yes
Maintain corporate structure	No	Yes
View audit logs	No	Yes
Maintain meeting types	No	Yes
Maintain system settings	No	Yes

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Meeting Roles and Permissions

Default Roles and Permissions

Anywhere Pad has a number of built-in roles and permissions to help you get started right away. However, these roles can be customised as appropriate for your organisation.

CHAIRPERSON

The Chairperson role is intended for the user who will facilitate the meeting. A user with this role has all the permissions for the meeting:

- Manage meeting details, status and notifications
- Manage agenda and meeting files
- Manage participants
- Start and end meeting
- Download meeting files to desktop
- Export meeting pack
- Add shared annotations
- Add private annotations
- Assign presenter role during meeting
- Upload and manage meeting minutes
- Read all participants' private annotations
- Edit all participants' shared text notes after meeting

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Meeting Roles and Permissions

SECRETARY

The secretary role has, by default, the same permissions as the Chairperson.

PARTICIPANT

A meeting participant can do the following:

- Download meeting files to desktop
- Add shared annotations
- Add private annotations

MEETING ORGANISER

By default, the Meeting Organiser is the user who scheduled the meeting, but other users may also be added as Meeting Organisers. Meeting Organiser(s) have the same permissions as the Chairperson except for the following:

- Read all participants' private annotations
- Edit all participants' shared text notes after meetings

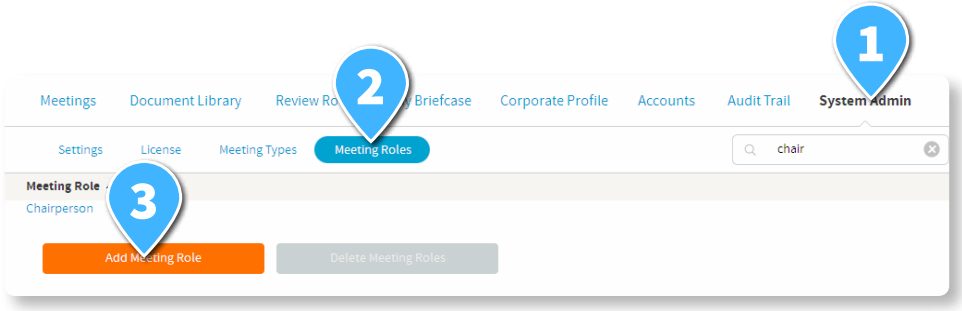
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

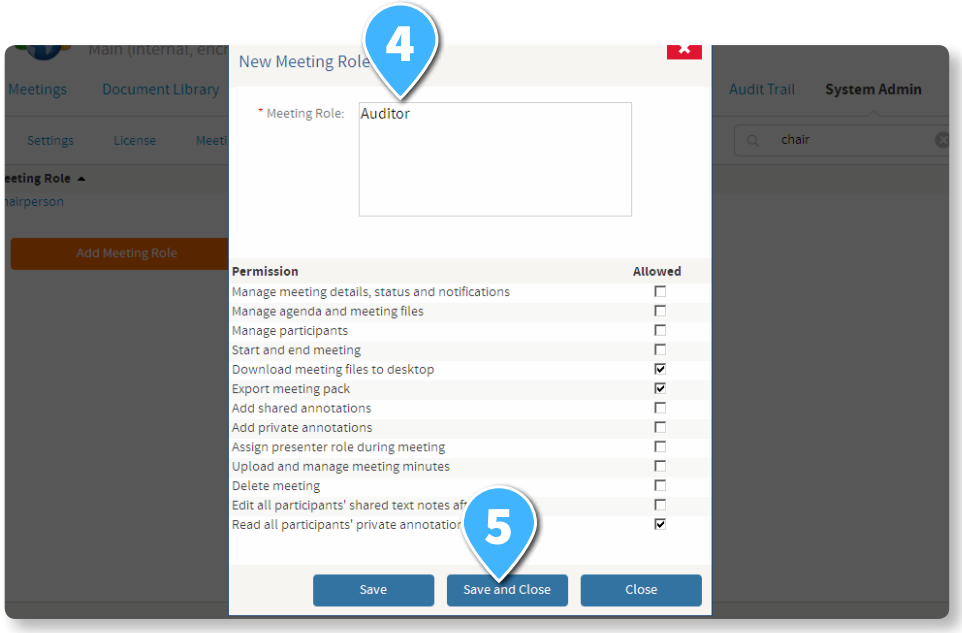
Meeting Roles and Permissions

Although Anywhere Pad provides a number of built-in meeting roles, you can customise these roles to reflect the roles and responsibilities within your organisation.

Add a Meeting Role

1. Click **System Admin**.
2. Go to **Meeting Roles** tab.
3. Click **Add New Meeting Role**.
4. Enter the name of the new role in the **Meeting Role** field. Specify what the role can do in a meeting by marking the corresponding checkboxes of function rights listed.
5. Click **Save and Close** when done.



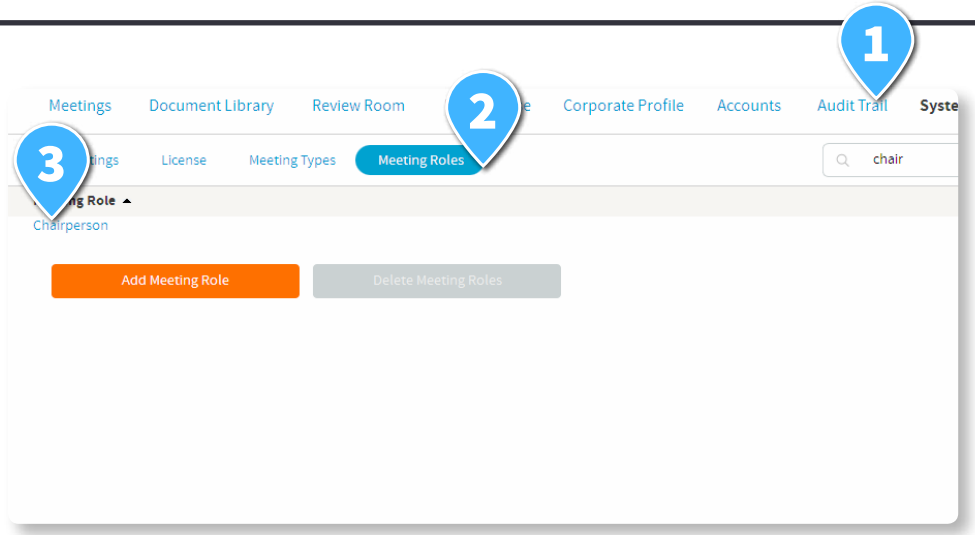


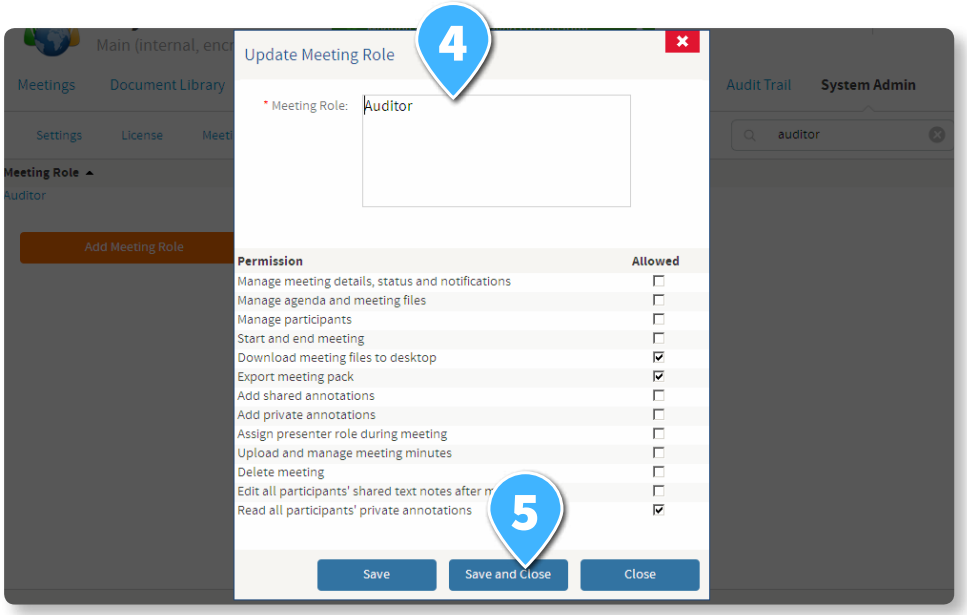
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Meeting Roles and Permissions

Edit an Existing Meeting Role

1. Click **System Admin**.
2. Go to **Meeting Roles** tab.
3. Select a meeting role from the list.
4. To change what an existing role can do in a meeting, mark or unmark the corresponding checkboxes of function rights listed.
5. Click **Save and Close**.





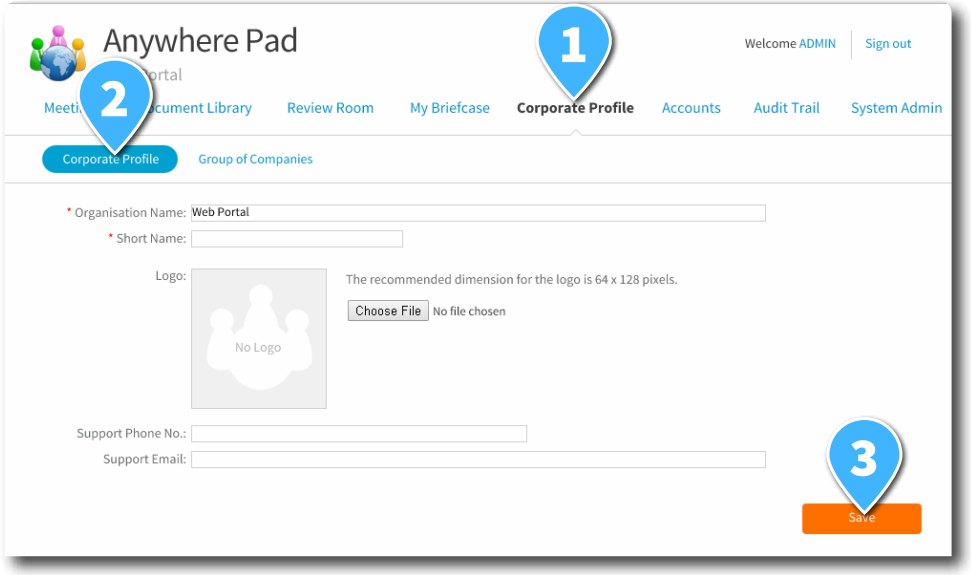
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Update Corporate Profile

Anywhere Pad lets administrators define a parent company and one or more subsidiaries, each with its own set of boards and committees.

To update the parent company information:

1. Click **Corporate Profile**.
2. Update the fields with relevant details.
3. Click **Save**.

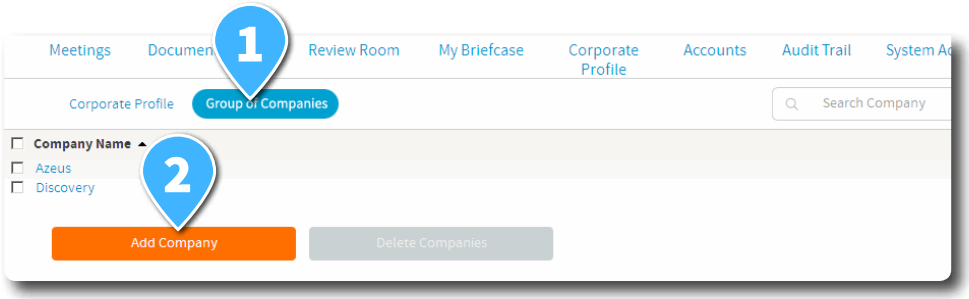


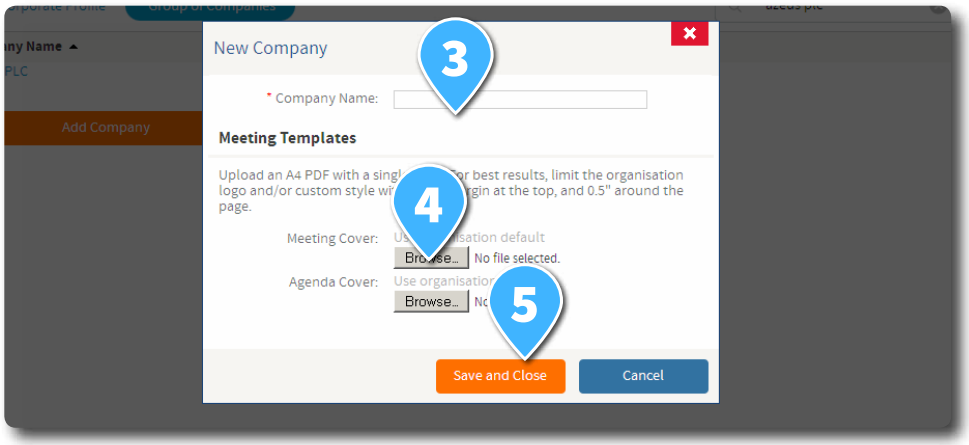
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Manage Companies

Add a Company

1. Under **Corporate Profile**, click **Group of Companies**.
2. Click **Add Company**.
3. Enter the **Company Name**.
4. Upload a custom **Meeting Cover** or **Agenda Cover** template. They will be used when displaying the Meeting Information page and Agenda Cover pages, respectively.
5. Click **Save and Close**.



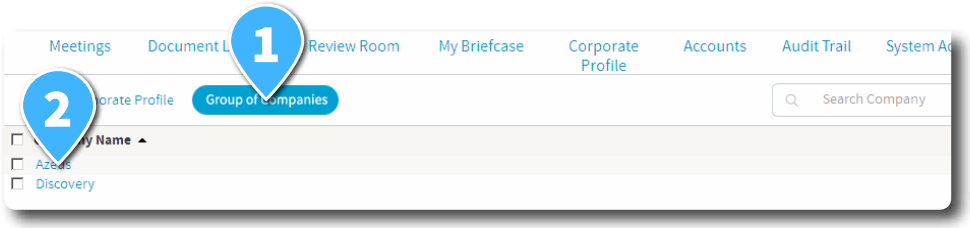


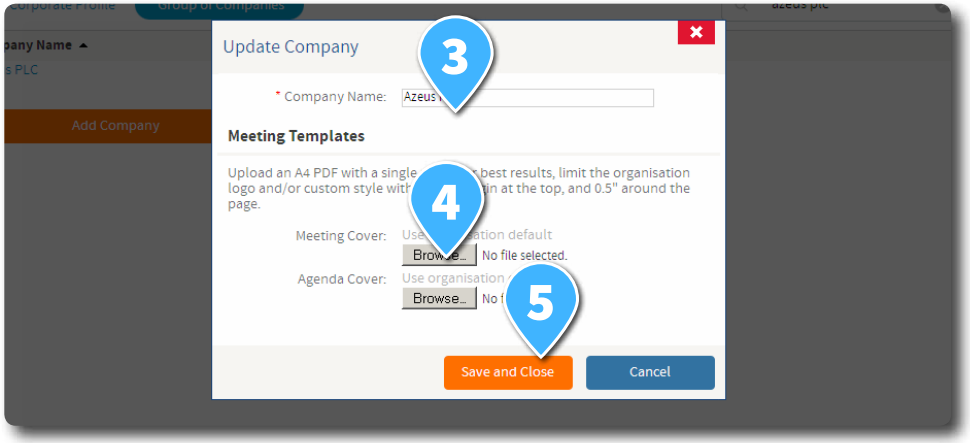
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Manage Companies

Update a Company

1. Under **Corporate Profile**, click **Group of Companies**.
2. Click the company you want to update.
3. Enter the new **Company Name**.
4. Upload a custom **Meeting Cover** or **Agenda Cover** template. They will be used when displaying the Meeting Information page and Agenda Cover pages, respectively.
5. Click **Save and Close**.

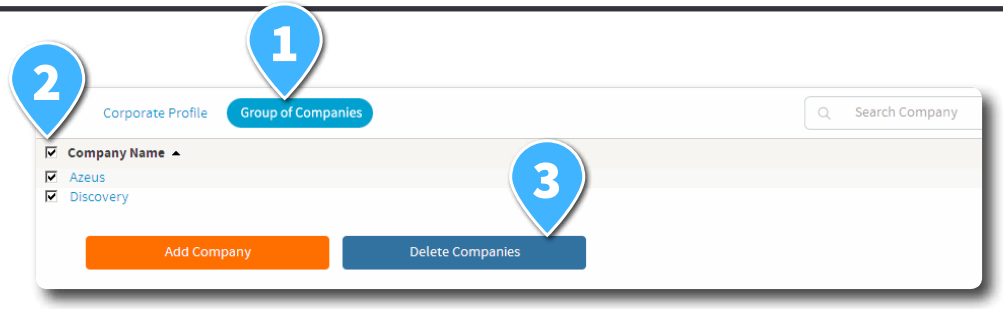




© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Manage Companies

Delete a Company

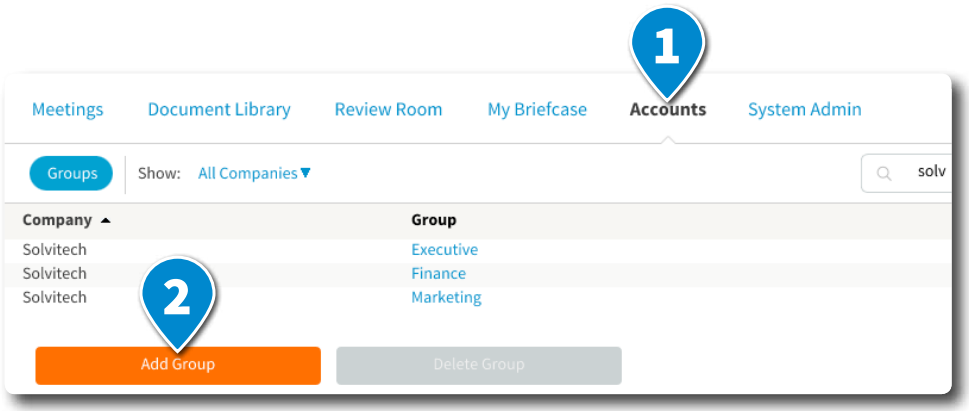


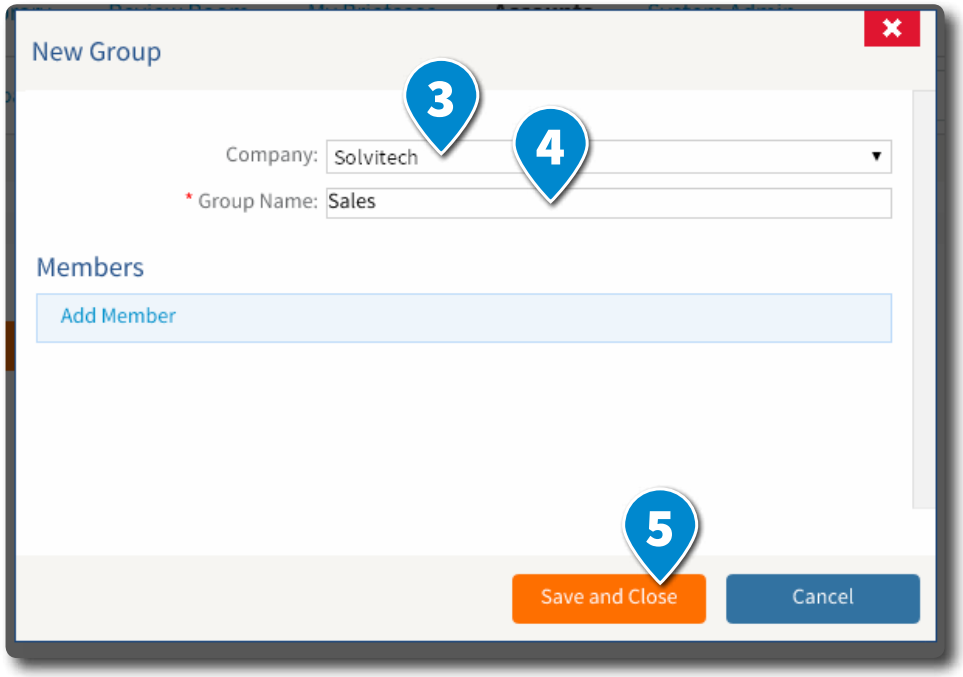
1. Under **Corporate Profile**, click **Group of Companies**.
2. Tick the company or companies you wish to delete.
3. Click **Delete Companies**.

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Manage Groups

Anywhere Pad supports multiple boards and committees to facilitate meeting management and access permissions.





Create a New Group

1. After logging in to the portal, click **Accounts**.

2. Under Groups, click **Add Group**.

3. (Optional) Specify a **Company** associated with the Group.

4. Specify the **Group Name**.

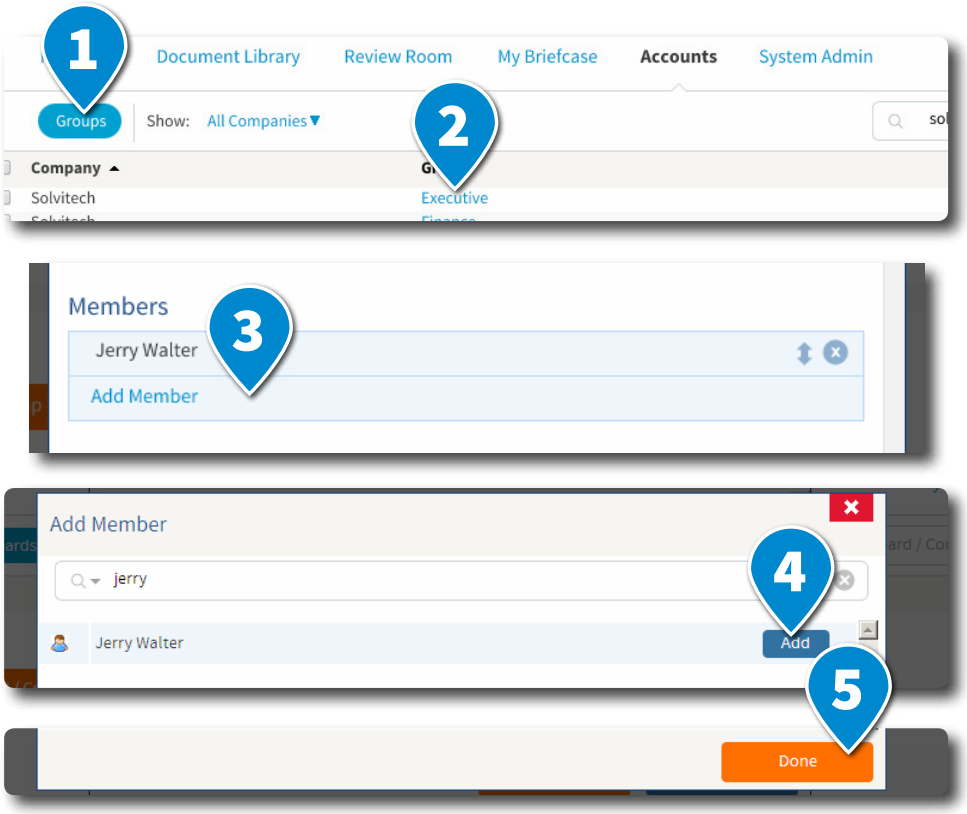
5. Click **Save and Close**.

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Manage Groups

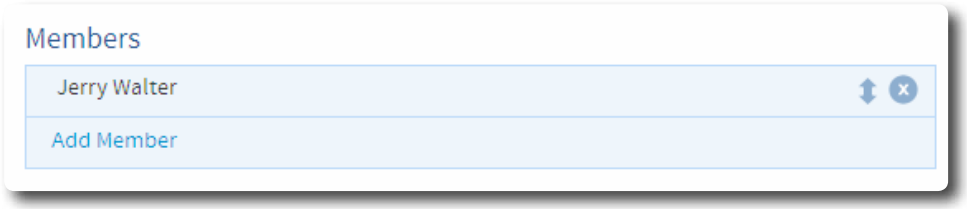
Add Members

1. In the **Accounts** tab, click **Groups**.
2. Click the group to which you wish to add members.
3. Click **Add Member**.
4. Click **Add** for each user you want to add as Administrator.
5. Click **Done**.



Remove Members

1. In the Members, section click ⊗ on the users to remove.



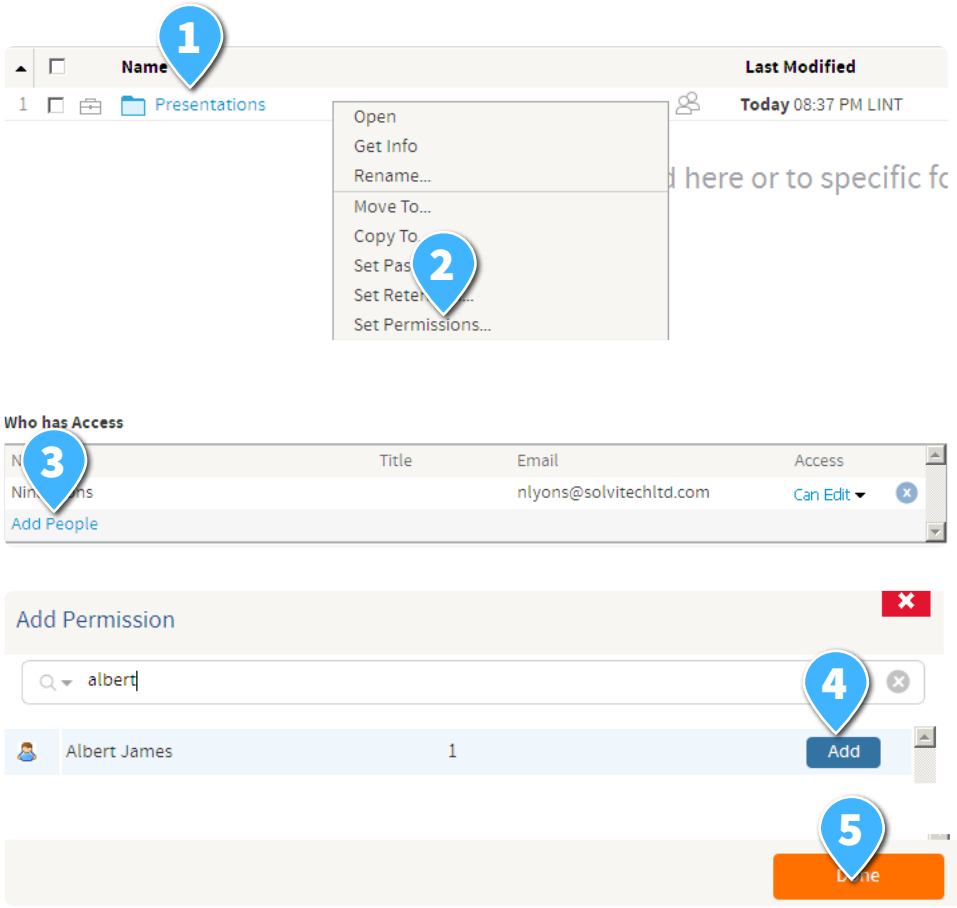
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Folders and File Permissions

Grant Permissions

Permissions can be managed by users who created the folder or users who have been explicitly granted the Administrative right to manage permissions.

1. Under **Document Library**, right click on the file or folder whose permissions you want to change.
2. Click **Set Permissions**.
3. Click **Add People**.
4. Click **Add** on the users to whom you want to grant permissions.
5. Click **Done**.



© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

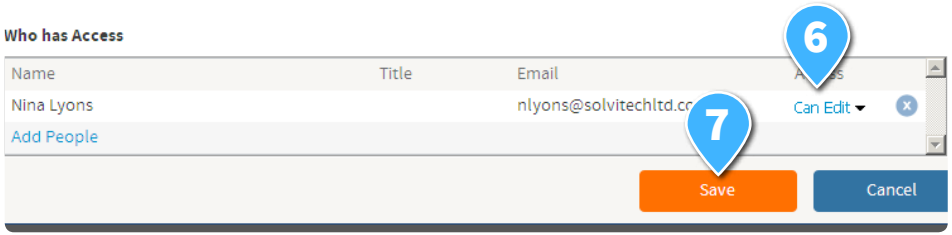
Folders and File Permissions

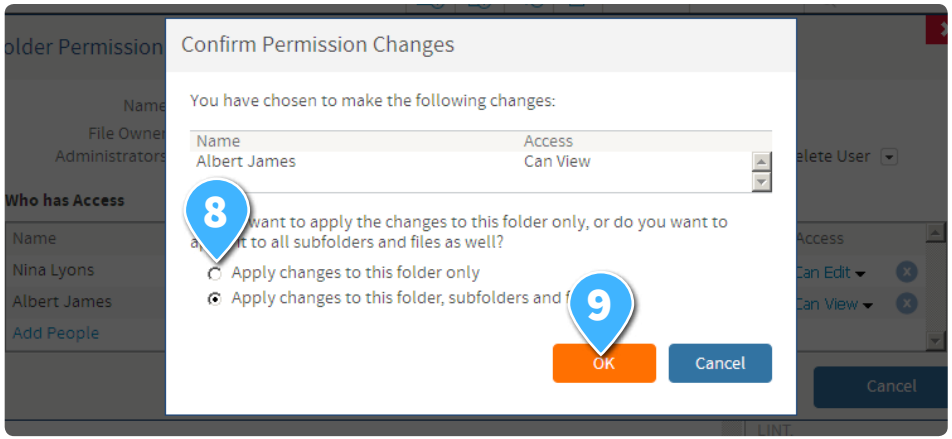
6. Select the **Access** type.

7. Click **Save**.

8. For folders, select whether to apply the changes to the folder only or to the folder as well as subfolders and files contained within.

9. Click **OK**.





Revoke Permissions

To revoke permissions, click **x** on the user whose permission you want to revoke.

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Audit Trail

Audit Trail

The Anywhere Pad web portal's audit trail lets you track the activities being performed within the system. To access the audit trail:

1. Go to **Audit Trail**.

2. Select the audit trail category you wish to view: **Sign In**, **Documents**, **Permission**, **User Profile**, or **System Parameters**.

Category	Description
Sign In	Sign Ins, both successes and failures
Documents	Operations on the files and folders: Download, Insert (new), Delete, Move, New version
Permission	Permissions granted (Insert) or revoked (Delete)
User Profile	Operations on account records
System Parameters	Changes in System Parameter values

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

System Administration

Anywhere Pad lets you configure how the system behaves through the System Admin screen.

1. Go to **System Admin** tab**.** Under **Settings**, you will see the following options.

Setting	Description
General	
Server ID	Read only field used for debugging
Company Name*	Name of your organisation - this text also appears at the upper right hand side of the portal.
Portal Time Zone	Your timezone
Documents	
Maximum File Size for Uploads (MB)*	Maximum size of each uploaded document
Default File / Folder Retention	Action to take once Default File / Folder Retention Period has elapsed
Default File / Folder Retention Period	Number of days since file creation before taking action above

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

System Administration

Meeting Schedule	
Meetings will be closed after [ ] hours of the scheduled date and time.	After the specified period, the meeting will become read-only. If blank, then meetings will never be closed.v
Enable publishing of meetings*	Allows the meeting scheduler to preview the meeting details before publishing the meeting details to the participants
Send meeting summary*	Send a Meeting Summary file via email to participants of a meeting
Agenda Cover Sheet Default Setting*	Allows the mobile app to insert cover pages for agenda items that have no meeting files
Send email notification to participants when meeting starts*	Automatically send email to participants informing them that the meeting they were invited to is about to start
Default Agenda File Retention	Action to take when the Default Agenda File Retention Period has elapsed
Default Agenda File Retention Period	Number of days since agenda file creation to perform the Default Agenda File Retention action above

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

System Administration

Meeting Schedule	
Meeting Cover Template	Allows the organiser to select a file that will be used as the cover for meeting files
Agenda Cover Template	Allows the organiser to select a file that will be used as the cover for the meeting agenda
Standard Participant Group	Allows meeting organisers to group participants when scheduling meetings; however, this has no bearing on permissions and is simply an organisational tool

Security Settings	
Activate security settings	Lets you activate the security services or displays the current status if already activated;
Password expiry	Number of days before passwords expire; when expired, user accounts must provide new passwords when they sign in
Sign-In retry limit	Related user account will be disabled and related user offline data will be deleted from the app after retry limit

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

System Administration

Password Policy	
Minimum password length	Sets the minimum number of characters required in a password
Minimum number of letters	Sets the minimum number of letters required in a password
Minimum number of digits	Sets the minimum number of digits or numerals required in a password
Allow special characters	Whether to allow special characters such as ^, &, *, etc.
Disallow reuse of old passwords	Whether to allow users to reuse the last, last 2, last 3, and so on password

Review Room	
Send reminder [ ] days before close date	Toggle sending a reminder and the number of days prior to the close date to send it
Default Document Retention	Default action to perform when the Default Document Retention Period is reached
Default Document Retention Period	After the specified number of days after the due date, perform the action specified in Default Document Retention

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

System Administration

Client Devices	
Enable automatic sign out after [ ] minutes	Set the session timeout in minutes
Auto-delete meeting information on sign out	If enabled, cached files will be deleted from the user's mobile device upon sign out or session timeout; offline access will also be disallowed

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

Manage License

Check License Information

1. Go to **System Admin**.

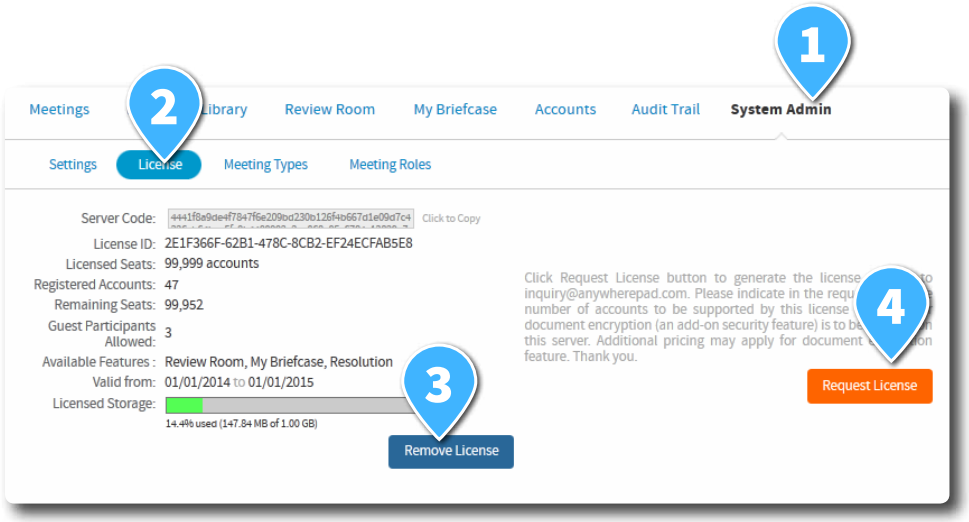
2. Click on the **License** tab.

Remove License

3. To remove the license, click **Remove** License.

Request a License

4. Click the **Request License** button. It will launch your mail client with a message template that you can send to the Anywhere Pad team.



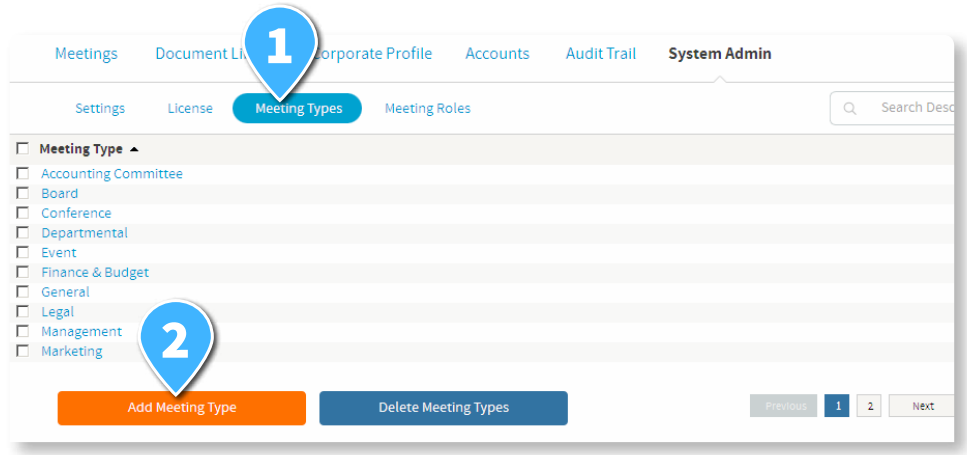
© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

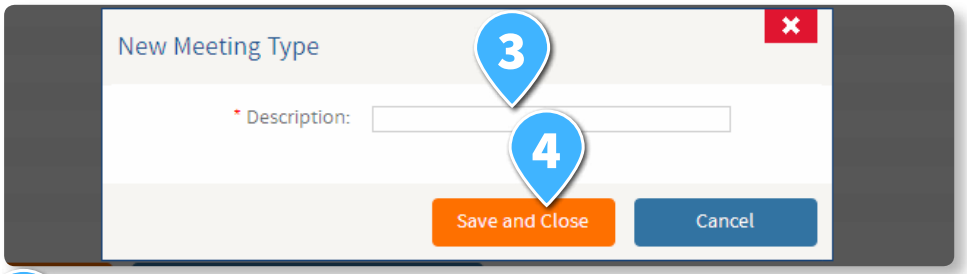
Meeting Types

Meeting types allow participants and organisers to easily identify the type of meetings and filter meetings by type.

Add a Meeting Type

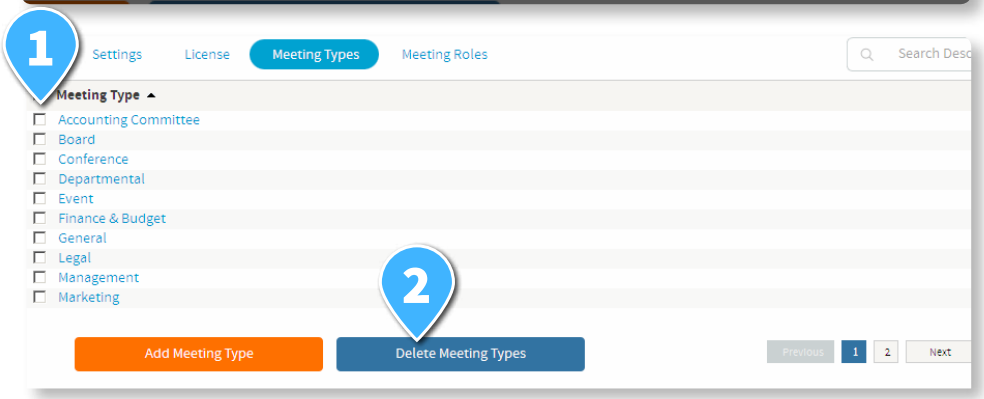
1. Under **System Admin**, go to **Meeting types** tab.
2. Click **Add Meeting Type**.
3. Enter **Description**.
4. Click **Save and Close**.





Delete Meeting Types

1. Tick the **Meeting Types** you wish to delete.
2. Click **Delete Meeting Types**.



© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

System Key

System Key

This section is only available if you opted to keep the system key separately (as opposed to storing it in the server.

Safeguard the System Key

The system key is very important because it allows unprecedented access to the service. The system key is able to decrypt user keys, which can be used to decrypt file keys, and thus lets the system key holder access the contents of any document in the Anywhere Pad repository.

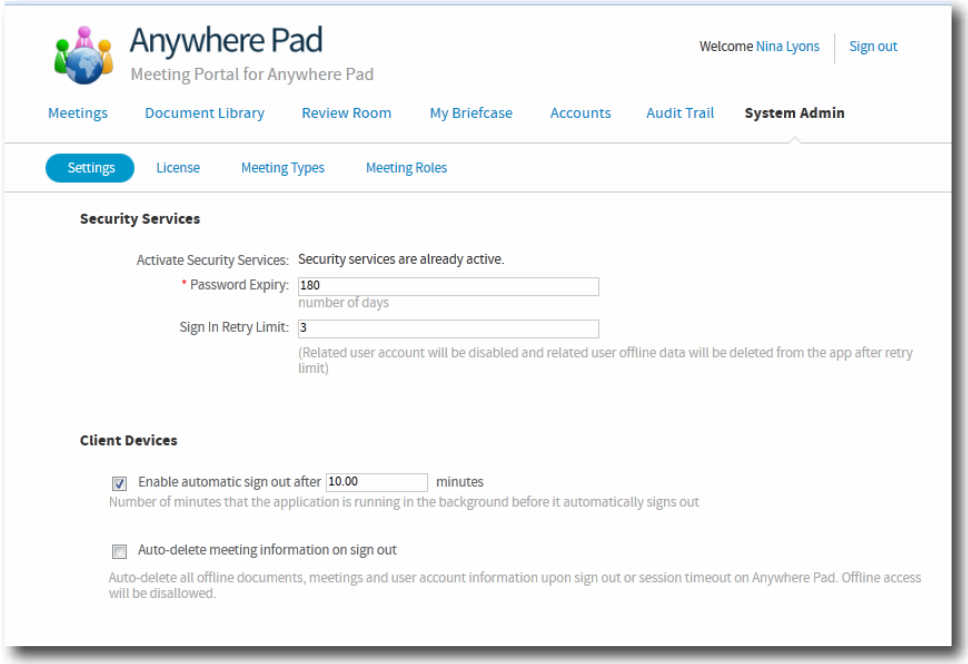
It should be stored on a protected workstation with not just software-related security mechanisms, but also physical security mechanisms.

© Copyright 2014. Azeus Systems Ltd. All rights reserved. This user manual may not be reproduced or distributed in whole or in part without prior permission from Azeus Systems Ltd. The content of this manual is intended for informational use only.

System Key

Start the Service with the System Key

1. Sign in as **administrator**.
2. Go to **System Admin**.
3. Under **Security Services**, click **Activate**.
4. Locate the private key file provided to you during installation.


Anywhere Pad
Meeting Portal for Anywhere Pad
Welcome Nina Lyons
Sign out
Meetings
Document Library
Review Room
My Briefcase
Accounts
Audit Trail
System Admin
Settings
License
Meeting Types
Meeting Roles
Security Services
Activate Security Services:
Security services are already active.
* Password Expiry:
180
number of days
Sign In Retry Limit:
3
(Related user account will be disabled and related user offline data will be deleted from the app after retry limit)
Client Devices
Enable automatic sign out after
10.00
minutes
Number of minutes that the application is running in the background before it automatically signs out
Auto-delete meeting information on sign out
Auto-delete all offline documents, meetings and user account information upon sign out or session timeout on Anywhere Pad. Offline access will be disallowed.